

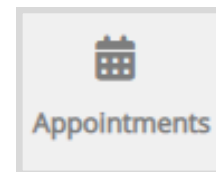


HOW TO SCHEDULE AN APPOINTMENT

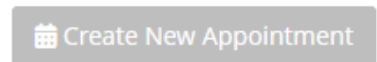
1 Log In: sai.interpretmanager.com



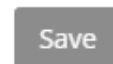
2 Click "**Appointments**" tab on the left column



3 Click "**Create New Appointment**" and fill in the details marked with an asterisk.



4 Click "**Save**" and leave the rest to SAI!



SERVICE CONFIRMATION STAGES

-  Appointment received
-  Securing an interpreter
-  Confirmed interpreter